

TCDO - GLS - 0447

Republic of the Philippines

Control No. ????????

DEPARTMENT OF LABOR AND EMPLOYMENT

Regional Office No. VII, Cebu City

This



CERTIFICATE OF COMPLIANCE ON

COMPANY: Gomeco Metal Corporation (Mandana Branch)

ADDRESS: VNU Arcade, North Road, Patmanan, Mandana City

is being issued to

For having complied with the

- General Labor Standards.
- CHILD LABOR - FREE ESTABLISHMENT
- Occupational Safety and Health Standards
- LABOR RELATION

This Certificate is valid for two (2) years from issuance unless earlier revoked or cancelled.

Given this 09th day of December 2014, at Cebu City, Philippines.

EXEQUIEL R. SARCAUGA, CESO IV

Regional Director

Republic of the Philippines

DEPARTMENT OF LABOR AND EMPLOYMENT

Regional Office No. VII, Cebu City



Awards

GOMECO METAL CORPORATION (MANDAUE BRANCH)

VNU ARCADE, NORTH ROAD, PAKNAAN, MANDAUE CITY

as

CHILD LABOR - FREE ESTABLISHMENT

for not engaging in child labor and not using products or materials
produced through the use of child labor.

Given this 22nd day of December 2014 at Cebu City, Philippines



EXEQUIEL R. SARCAUGA, CESO IV
Regional Director

Control No. TCFO-GLS-0447



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. VII, Cebu City

This

CERTIFICATE OF COMPLIANCE ON GENERAL LABOR STANDARDS

is being issued to

GOMECO METAL CORPORATION (MANDAUE BRANCH)
VNU ARCADE, NORTH ROAD, PAKNAAN, MANDAUE CITY

For having complied with the General Labor Standards.

This Certificate is valid for two (2) years from issuance unless earlier revoked or cancelled.

Given this 22nd day of December 2014 at Cebu City, Philippines.

EXQUIEL R. SARCAUGA, CESO IV

Regional Director



**Home
Development
Mutual Fund**

Petron MegaPlaza
358 Sen. Gil J. Puyat Avenue, Makati City
NON VAT TIN: 000-530-703-000

Pag-IBIG FUND RECEIPT

HDMF
T1-1

TRANS NO.	DATE	AMOUNT
L-5729776		
Trans # 187 11/10/2014 P 22,300.00		
Payment Date: Nov 10, 2014 01:10:17 PM		

RECEIVED FROM (Name of Payor) METALCREST INC -D2D- 0392015884	HDMF ID No.
ADDRESS: 21 RINCON ST MALINTA VAL CITY	SSS ID No./GOVT. AGENCY & BRANCH CODE
THE SUM OF (Amount in words) Twenty Two Thousand Three Hundred Philippine Pesos Pesos	TIN
PROGRAM <input type="checkbox"/> Pag-IBIG I-Govt. <input type="checkbox"/> Pag-IBIG I-OWG <input type="checkbox"/> P.O.P. <input type="checkbox"/> Pag-IBIG I-Private <input type="checkbox"/> Pag-IBIG II <input type="checkbox"/> R.A. No. 7192	P 22,300.00 <input type="checkbox"/> OTHER (Pls. specify)

COLLECTING BANK Caloocan Branch 290-000-530-703NV	ID NO./CORP. TIN
ADDRESS PPI Bldg., 355 EDSA Cor. Gen. Tirona St., Kalexan City	BRANCH CODE

IN PAYMENT OF	MONTH	YEAR	AMOUNT
<input type="checkbox"/> CONTRIBUTION			P 22,300.00
<input type="checkbox"/> HOUSING LOAN (SUBJECT TO FINAL APPLICATION OF PAYMENT)	Member's Contributions-01		
<input type="checkbox"/> LOT PURCHASE LOAN	Private-01		
<input type="checkbox"/> MULTI PURPOSE LOAN	10/01/2014		
<input type="checkbox"/> OTHERS (Pls. specify)			

PENALTY (Debit Memo No./Date) with counterpart

UNDERPAYMENT (Debit Memo No./Date)

Caloocan-06

MODE OF PAYMENT		TOTAL	P 22,300.00
CASH	P		
REB4302679	P 22,300.00		
TW/PMO			
CREDIT MEMO			
TOTAL	P 22,300.00		

RECEIVED WITH THE FOLLOWING DOCUMENTS
 MRS MRF Others (Pls. specify)
 OCL/MCL Order of
Payment

JEAN P. CHUA
HDMF/Bank Teller

L- 5729776

173,260 pesos. no. L-1320001 - L-9999000 (90 x 3) BIR Authority to Print No. BAAU0000253423 Date issued: February 24, 2014 Valid Until: February 23, 2019
APO Production Unit, Inc. NEDA Q.C. Complex Gov't Center, EDSA, Diliman, Quezon City TIN: 000-396-233-000 BIR Accreditation No.: 0394MP20140000000001 Date issued: January 03, 2014
"THIS RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP" • "THIS DOCUMENT IS NOT VALID FOR CLAIM OR INPUT TAXES"

SECURITY BANK UNIVERSAL TRANSACTION SLIP

THIS TRANSACTION IS SUBJECT TO THE TERMS AND CONDITIONS GOVERNING THIS ACCOUNT.

TELLER'S VALIDATION

Online TELLER 201333

11/10/14 12:44:45PM

BILLS PAYMENT

SSS PREMIUM - PESO / 0392015884

Product

Payor

From

To

SSR Number

SSS ID Number

Purpose of Payment

CRA

PIP

RBC 0002392676

Tran Ref No: 297

SSS PREMIUM

173,255.00

173,255.00

This serves as your transaction record.
Please keep it.

NO A 5992100
CLIENT'S COPY

BR-237-06/14

AMOUNT IN WORDS

THREE HUNDRED SEVENTY THREE PESOS AND 00/100

IN PAYMENT OF

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BANK TELLER

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PHILHEALTH
OFFICIAL RECEIPT
Republic of the Philippines
Philippine Health Insurance Corporation



DATE
11/10/2014

NO. 54995493

METALCREST INCORPORATED

Received from: PNC 001000011579

PRIVATE SECTOR (PRIVATE EMPLOYER)

Reference: _____

Zip Code: _____ Tel. No.: _____

NATURE OF COLLECTION	AMOUNT
PREMIUM - PRIVATE SECTOR for Oct 1 - 31, 2014	39,300.00
TOTAL ►	39,300.00

AMOUNT IN WORDS

Thirty-nine thousand three hundred and 00/100 pesos

CO	Customer Name	Drawee Bank	RTM Number	RTM Date
<input checked="" type="checkbox"/>	CRM	RBC	6302076	11/08/2014
<input type="checkbox"/>	Credit	TD		
<input type="checkbox"/>	Money Order	TD		
Premium Deposit for the month of October 2014 is received and accepted above.				
MARJORIE S. ORTIZ				
CASHIER				
COLLECTING OFFICER				

ORIG54995493 TRANS 00941 MSO 10-Nov-2014 02:21pm P 39,300.00 LC
1913141110008416254684F450-41900469-5259-3146
PHN-NCH S.O. CALOOCAN
CALOOCAN SERVICE OFFICE

PAYOR'S COPY



PHILHEALTH
OFFICIAL RECEIPT
Republic of the Philippines
Philippine Health Insurance Corporation



DATE
11/10/2014

NO. 54995493

METALCREST INCORPORATED

Received from: PEN: 001000011578

PRIVATE SECTOR (PRIVATE EMPLOYER)

Reference: _____

Zip Code: _____ Tel. No.: _____

NATURE OF COLLECTION	AMOUNT
PREMIUM - PRIVATE SECTOR for Oct 1 - 31, 2014	38,300.00
TOTAL ►	38,300.00

AMOUNT IN WORDS
PESOS

Thirty-nine thousand three hundred and 00/100

Check	Drawee Bank	Number	Date
<input checked="" type="checkbox"/>	RSB	8302678	11/06/2014
<input type="checkbox"/>	CBM		
<input type="checkbox"/>	Money Order		
Premium Due Date: 11/06/2014 Received by: _____			
Bank Statement No. _____			
PHILHEALTH Logo			
MARGORIE S. ORTIZ			
CASHIER			
COLLECTING OFFICER			

ORIG54995493 TRANG 00341 MSD 10-Nov-2014 02:21pm P 38,300.00 LC
1813141110008418254684 F450-4181046995259-3145
PRO-NOR S.O. CALOOCAN
CALOOCAN SERVICE OFFICE

PAYOR'S COPY

Memo No.: GMC-HRD-01-08-12

MEMORANDUM

FROM : OFFICE OF THE GENERAL MANAGER
TO : All personnel and applicants
RE : General Notice to the Gomeco Metal Corporation employees and applicants
for random drug test
DATE : August 4, 2012

BE IT KNOWN TO ALL:

1. Gomeco Metal Corporation, as an employer, is concerned with the well-being of its employees, successful team missions and the need to maintain employee productivity and health at all times.
2. Pursuant to Republic Act No. 9165, otherwise known as the "Dangerous Drug Act of 2002", Gomeco shall facilitate random drug-testing which shall be done according to the following procedures:
 - a. randomly selected employee shall initially sign a consent letter to be furnished by the HRD. Employees will be notified through their supervisors on the same day of actual testing that they have been selected and scheduled for a drug test.
 - b. the employee may undergo 2 sessions; the first is the screening test and the last is the confirmatory test which is mandatory in case the first test turns positive.
 - c. the employee shall be asked to go only to the accredited DOH testing center to be determined by Gomeco.
 - d. Once the result is finished and certified by the DOH accredited testing center, the employee shall be informed of the same. Results may be contested by the employee within 5 days from the receipt of the result notice. After which he may request for another drug-testing at his/her own cost. The drug-testing under dispute shall likewise be conducted in the manner prescribed herein. The final result shall be final and binding upon GMC and the employee.
3. The proceedings and results of the random drug-testing shall be strictly confidential at all times. Any employee found to use such information without authority shall be dealt with under the existing company rules and regulations (CRR) with discharge as penalty.
4. Employees and applicants may submit medical documentation supporting the lawful use of an otherwise illegal drug to be exempted from this requirement.
5. Employees found to use prohibited drugs or substances on the basis of any appropriate evidence, including but not limited to: 1) direct observation, 2) arrest or conviction due to drug use, 3) verified positive test result, or 4) voluntary admission, shall be subjected to applicable disciplinary actions and sanctions prescribed by the GMC.

The Human Resources Department is hereby directed to inform and enjoin all departments, heads and personnel of this order immediately.

For your strict compliance please. Thank you.


The Management
Gomeco Metal Corporation



**GMW
DIAGNOSTIC LABORATORY
AND MEDICAL CLINIC**

MAIN BRANCH: UNIT 4 JEM BLDG. #14 GOMEZ ST. MAYSAN RD. VALENZUELA CITY
(IN FRONT OF ST. LOUIS COLLEGE, NEAR VALENZUELA CITY HALL)

TELEFAX: 2937728, 3948169, 09195922295
POLO BRANCH: RM. 201 J&F BLDG. POBLACION, POLO VALENZUELA CITY
TELEFAX: 7752423

DOH ACCREDITED: PHILGEPS ACCREDITED: PCQACL MEMBER

28c

HEPATITIS B AWARENESS CERTIFICATION

This certificate is given to GOMECO METAL CORP. whose employees underwent the "HEPATITIS B AWARENESS SEMINAR" conducted by our Medical Director Dr. George Aristotle S. Wee, in cooperation with ULI Vaccines (UNILAB subsidiary) medical representative Ms. Jocelyn Guarin last March 27, 2013 at GOMECO METAL CORP. premises.

This certification is given upon the request of GOMECO METAL CORP. this 30TH day of MARCH 2013.

Certify by:

**DR. GEORGE ARISTOTLE S. WEE, DPCOM
MEDICAL DIRECTOR**

TO : ALL EMPLOYEES
FROM : HUMAN RESOURCES DEPARTMENT/ADMIN
RE : ANTI-SEXUAL HARASSMENT AND UNJUST VEXATION POLICY
DATE: 19 March 2013

COMECA GROUP OF COMPANIES would like to inform all employees that sexual harassment/unjust vexation, in any form, is unacceptable conduct and will not be tolerated. Sexual harassment can occur in any of the ways described herein:

A request of a sexual nature in exchange for any work-related benefit is sexual harassment. As a result, no employee shall threaten or imply that another employee's refusal to submit to sexual advances will adversely affect that person's employment, work status, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment. Similarly, no employee shall promise, imply or grant preferential treatment in exchange for another employee's engaging in sexual conduct.

Sexual harassment also refers to unwelcome behaviors that create an undesirable working environment. Examples include (but not limited to) subtle pressure or requests for sexual activities, preferential or derogatory treatment based on gender, unwelcome touching, graphic comments about an individual's body, sexually degrading or suggestive words used to describe an individual, displays of sexually suggestive objects or pictures (including on a computer monitor) and sexually explicit or offensive jokes, sending offensive jokes/pranks on mobile phones. All prohibited conduct is also prohibited when dealing with applicants for employment.

Unjust vexation on the other hand, involves any form of the abovementioned directed against a co-employee without the element of moral ascendancy.

Any employee who feels he or she is a victim of sexual harassment or unjust vexation by any other employee or by a business contact (such as a client, vendor or sales representative or other person in connection with employment) should bring the matter to the attention of the Human Resources Department (HRD).

The company will promptly look into all allegations of sexual harassment or unjust vexation in a confidential manner as possible and take action as warranted. No employee is to be ever subjected to retaliation in any manner based on a good-faith complaint. Violators of this policy will be subject to appropriate sanctions, up to and including dismissal.

For your guidance and strict compliance.

MELANIO GREGORIO C. PILAR
Manager-Human Resources Department

Noted by:

FERDINAND D. CRUZ
Assistant General Manager



ALICIA T. KAW
EVP / Comptroller

Should it become known to the company that an employee is HIV positive, then management will ensure the absolute confidentiality of this information and make every effort to protect that person from stigmatization and discrimination.

Harassment and Discrimination

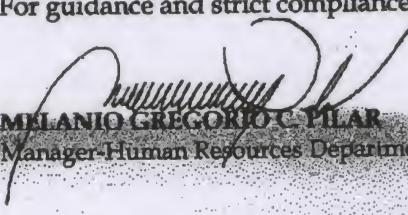
As per Company's harassment policy, any form of discrimination or harassment, directly or indirectly, towards an HIV/AIDS infected employee is considered to be misconduct warranting disciplinary action.

Harassment is any form of verbal or non-verbal behavior that is directed at the infected individual resulting in the individual feeling threatened, insecure or distressed. Discrimination of HIV/AIDS infected employees will not be condoned. This includes treating those affected differently or not applying a professional judgment in making personnel decisions.

Likewise, Segregation/Isolation of HIV/AIDS infected employees

No employee will be isolated, or segregated, within the company's premises on the grounds of being infected with HIV. Where an employee has a contagious disease as a result of HIV infection, they will be treated in exactly the same manner as if they have contracted the contagious disease.

For guidance and strict compliance.


MILAÑO GREGORIO C. PILAR
Manager-Human Resources Department

TO : ALL EMPLOYEES
FROM : HUMAN RESOURCES DEPARTMENT/ADMIN
RE : HIV/AIDS POLICY
DATE : 18 March 2013



GOMEKO Group of Companies' HIV/AIDS policy comes from a desire to protect its employees by providing a holistic approach to the HIV/AIDS pandemic, from the dual perspective of an employer and that of a good corporate citizen, thereby providing valuable, needed and sustainable contributions.

This policy reflects this comprehensive approach, including education, non-discrimination, reducing infections, employee health and wellness, and improving the quality of lives for infected and affected employees and their families.

This policy aims to:

- Provide information and education to all employees, on HIV/AIDS; the magnitude, impact and preventative and control measures
- Implement non-discriminatory policies, procedures and practices for managing individuals who have HIV/AIDS through HR Department

Recruitment

GOMEKO Group of Companies is an equal opportunity employer and will not use HIV testing when recruiting job candidates. The company will ensure that job candidates who are known to have HIV/AIDS are treated no differently from those who have any other life-threatening and non-contagious disease. Fitness to perform the job will be the only criterion that shall apply.

HIV/AIDS Screening and Testing:

Where testing is required under the above circumstances, the company will comply with the requirement but will ensure that the testing is authorized by the employee and accompanied by pre and post test counseling. Should a test prove positive, then the outcome must be regarded as a matter between the patient and the doctor concerned.

Confidentiality of HIV/AIDS Information

Employees are under no obligation to notify the company of HIV/AIDS infections. The company considers medical information including HIV/AIDS status confidential, unless disclosure is required and only under the following circumstances:

- The information is legally required
- The employee's health is affecting their own, and hence the company's performance
- Long employee absence necessitates Company to obtain the employee's medical status, with the employee's written permission

In all of the above circumstances, disclosure on HIV/AIDS status should only be made

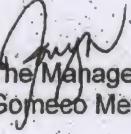
286
Memo No.: GMC-HRD-01-08-12

MEMORANDUM

FROM : OFFICE OF THE GENERAL MANAGER
TO : All personnel
RE : General Notice to the Gomeco Metal Corporation employees on Tuberculosis Prevention and Control in the Workplaces
DATE : August 13, 2012

BE IT KNOWN TO ALL:

1. Gomeco Metal Corporation, as an employer, recognizes the importance of maintaining health awareness particularly with the conscious effort of the Department of Labor and Employment to prevent and control the spread of tuberculosis in the workplaces pursuant to Executive order No. 187 as implemented by Department Order 73-05 series of 2005 (DO 73-05). Likewise, the Company is concerned with the well-being of its employees, productivity and health at all times.
2. Pursuant to the aforesaid Order, otherwise Gomeco shall formulate and implement prescribed programs or policies to achieve the primary goal under the following guidelines:
 - a. randomly selected employee shall initially sign a consent letter to be furnished by the HRD. Employees will be notified through their supervisors on the same day of actual testing that they have been selected and scheduled for a drug test.
 - b. the employee may undergo 2 sessions, the first is the screening test and the last is the confirmatory test which is mandatory in case the first test turns positive.
 - c. the employee shall be asked to go only to the accredited DOH testing center to be determined by Gomeco.
 - d. Once the result is finished and certified by the DOH accredited testing center, the employee shall be informed of the same. Results may be contested by the employee within 5 days from the receipt of the result notice. After which he may request for another drug-testing at his/her own cost. The drug-testing under dispute shall likewise be conducted in the manner prescribed herein. The final result shall be final and binding upon GMC and the employee.


The Management
Gomeco Metal Corporation